

ACQUISITION COUNCIL MEETING NOTES

August 24, 2005

Room 3407

9:30-11:30

Location: Herbert C. Hoover Building, Washington, DC

Attendees:	Members	Advisors	Other Representatives
	Mike Sade, DOC PE, OAMFA	Chris Makris, OAMFA	Tom Cochran, OAMFA
	Mike Anastasio, OAMFA	Debra Young, OAMFA	George Ralis, OSDDBU
	Phyllis Bower, NIST**	L. Desmukes, OSDDBU	Nancy Barrere, OAMFA
	Kevin McGinn, PTO	Leslie Andreacs, OAMFA	Jackie Wilson, OSDDBU
	Helen Hurcombe, NOAA		Lori Donovan, CENSUS
			Fred Kopatich, OGC/CLD
			Greg Coss, OAMFA
			Crystal Davis, OAMFA
Members Absent:	Mike Palensky; represented by Lori Donovan		

**Phyllis teleconferenced into the Meeting

----- WELCOME

Chris Makris welcomed everyone and opened the meeting--as Mike Sade would be slightly delayed due to an earlier meeting. Chris indicated the purpose of the meeting was to discuss acquisition planning and the technical issues associated with it—in particular work on the acquisition planning tool, the Acquisition Planning DAO, and the associated focus groups. She indicated we would be sensitive to the bureau's end of fiscal year needs in these efforts. Barbara (Babs) Fallat was introduced as the new lead for CAPPS Performance Assessment and Improvement Team. Virna Evans was introduced as the new lead for CAPPS Acquisition Workforce and Policy Development Team.

Today's agenda includes an overview of Commerce Business Environment: Training Program Overview (Crystal Davis), a status update of the Acquisition Planning Tool (Tom Cochran), a presentation and discussion on ORSI (Tom Cochran), an update on Strategic Sourcing (Leslie), COOP (Everyone), and open discussion.

COMMERCE BUSINESS ENVIRONMENT: TRAINING PROGRAM OVERVIEW (CRYSTAL DAVIS)

Crystal Davis introduced herself as the Program Manager for this initiative re: the Commerce Business Environment (CBE). Greg Coss is her backup. The Dept wants to standardize the way everyone uses the tools. The goal is "1 Way" to use CSTARs. Work is going on to standardize the business process. Looking at the "as-is" now and will move to the "to-be". Focus will be on training material for CSTARs. Next steps: focus groups with acquisition user community; develop project plan and project charter, and request info. Mike asked if we'll be looking at dynamic solutions. Crystal indicated CBT and train-the-trainer are being considered. Helen suggested "webinar" type training, which worked pretty well on a property training video (allows for 2 way communication). She offered to check w/SSA which has done a pretty good job coordinating training among 10 bureaus. Kathy Bish may be a POC at SSA. **Presentation is Attached.**

DOC STRATEGIC ACQUISITION PLANNING ALTERNATIVES UPDATE (Tom Cochran)

There are presently 3 focus groups operating. Team is surveying feedback . People are having to input data multiple times (to budget, acquisition and finance systems). Want to do just once. Preparing the business case for proposed acquisition planning system and will be making recommendation to the Acquisition council, which will decide on an enterprise-wide system. Are getting far more feedback than anticipated and additional time is needed to explore enterprise-wide goals and objectives. PMs want: to assist with planning, see the benefits, but want the system to provide them with benefits too; to enter data once and re-use it many times; system to provide triage for acquisition methods; operational budgets not tied to planning. By next meeting, there will be comments to the Acq. Council and milestone dates for next steps. Mike noted we need a governance system that works and that evaluation of the requirement needs to be done at a corporate level. The better the various systems pass data back to each other the better off we'll be. We are being killed by administrative modifications to do things like correct appropriation codes, causing payments to be held up and prompt payment interest is adding up. Jim Taylor and Mike are going to talk to BPOs and CFOs about these issues soon. **Presentation is attached**

ORSI UPDATE (Tom Cochran)

ORSI is the interface between CSTARS and the Financial system. Commerce is negotiating with Accenture, the prime contractor, regarding next efforts under the contract, including the need to work with CACI, the subcontractor, on certain tasks including some enhancements. CCR/VMS implementation is required before ORSI can be put in to production. OAMFA is working with the CBS Staff to establish an MOU to define relationship between CBS and an Enterprise Business Applications. An ORSI deployment timeline is developed and ORSI tasks are to be transitioned from the contractor to Commerce. **Presentation is Attached.**

STRATEGIC SOURCING (Leslie Andress)

DOC is at the very beginning of this OMB initiative. We will be doing fact finding actions in the near future to determine what our approach to this will be. CAPPs will be leading a team that will be looking at this and we will be looking to bureaus to implement. Depending where the data (purchase card, EARS) we may look to cell phones, construction and A&E, scientific equipt and the like. Linux (Red Hat) is another possibility.

COOP (Mike Sade & BPOS)

Mike thanked everyone for reaching out. There a real need to do this. He appreciates the cooperation. Important that we learn to operate at the enterprise level. Almost all the scenarios had issues that fell to Acquisition or HR to solve. Next year: Consider putting together an acquisition working group that can pull together who is cooping, where's the cooping, and the redundancy assumptions—so we all have in advance. OS is getting ready to let a security contract that might be useful to provide some support. Not knowing who or where to contact is a waste of time. Helen echoed and noted smaller bureaus didn't know how to reach her. Phyllis's group did a full coop. Did much better this year than last. Suggests making teams much smaller than before. Went fairly well overall, but had connections to work (no cell phone interruptions). Some thought should be given to warrants and purchase card assist from folks at home—especially in a long term situation. Small core couldn't do it all as workload may increase at some point. Mike A suggests security is a basis for teleworking as part of COOP. Contractors need to understand our needs and be up to speed too. Argues for e-files. Action Item: Put COOP on strategic plan agenda for next year (Mike) .

OPEN DISCUSSION

- Mike met with financial folks yesterday at their conference in Rocky Gap. Talked about the "house". ORSI was discussed as were joint system interests. Mike stressed need to work together on interface and that parts need to be reengineered (esp. the acct code issue). Should not have to mod contracts everytime finance needs to adjust a code/acct. On another issue, Mike warns about a company called Openratings that's looking to put government past performance information on contractors on-line. This is a private company looking to populate its website. May want to send something out.

- Leslie noted Balanced Scorecard e-mail to go out today. Will be a heads up letter to BPOs; to send survey Monday. It will look different and have different questions. Mike wants to be ready with results published by Oct 15th.
- PE Award nominations: Have a few, please submit any others asap. May look to Acq.Council to vet.
- IT security compliance review: Thanks to all for partnering with us on this. Pls get info to us by 8/29th.
- Kevin asked what the process is at DOC for the IG getting access to contract files. They seem to be calling COs directly. A discussion ensued and it appears there's nothing formally followed. May be a problem in light of Darlene Dryun scandals and upswing in IT security reviews.
- Mike and managers met with Rich Yamamoto (Security) today. It's clear the acquisition community is being looked to as business brokers. Rich wants to participate in the conference to help educate COs and CORs on role of HSPD-12.
- Our 2005 Acquisition and COR Conference will be November 7 and 8 at Hilton Alexandria Mark Hotel. The registration website should be up shortly. A contractor has been retained to support the effort.
- COR Certification and Database: Please help us get your CORs in. We will be sharing a response prepared for NIST explaining why CORs need to be trained and in the data base, probably on OAMFA's website. Thanks to Census for hosting the Open COR Signup event. We'll share COR stats with all. Next step: Load COR db, a webbased tool, CORs can later use to maintain their data once verified. Next will go to 1102s. Instructions will be straightforward and include screenshots.
- Doing a Workforce Skills Assessment: Part of Human Capital Plan. Working with OHRM's Kr, Exceed, Inc. Looking at 4 competency levels. HR getting us an updated list which we'll share with you. Please validate it and provide to supervisors.
- Direct Hiring Authority – Meeting with Mike on Monday to discuss. Plan is to work with OHRM and do what we can here to have an enterprise level plan in place.
- FY 06 Forecast and Goals – LaJuene to request information next week. Please help by providing.
- NOAA Deputy is on the Street. SES.
- Next Acq Council Meeting? To be determined. May be in September and may include PE Award nomination vetting process.

ACTION ITEMS

- *Add COOP to Strategic Plan; consider a work group to pull together common contact info*
- *Next Meeting to include Acquisition Planning system comments and milestones to Council; if SBA's system is working, include a demo on.*
- *Share COR NIST write up with bureaus and post to web*

DISCUSSION AND WRAP UP

Mike thanked everyone for attending. We will notify Council if we need a September meeting. Anticipate there will be another Fall HCO conference.

Today's meeting started at 9:30 and ended at 11:30.

ATTACHMENTS: **COMMERCE BUSINESS ENVIRONMENT ENTERPRISE TRAINING PROGRAM; STRATEGIC ACQUISITION PLANNING ALTERNATIVES UPDATE; ORSI UPDATE;**